



GRANT APPLICATION

The Town of Moraga's Small Business Grant Program will provide a one-time grant between \$500.00 – \$2,000.00 to small businesses to help with the reimbursement of costs that enable businesses to continue to operate and comply with public health regulations related to COVID-19. Businesses that qualify for the Small Business Relief Grant Program must have the following:

- 1) Businesses must operate out of a storefront or other physical space that depends on foot traffic for business. Home-based businesses would not be eligible for the program.
- 2) Businesses must have at least three (3) employees and no more than twenty (20) employees as of March 1, 2020. Franchises, chain stores, non-profit organizations, home occupations, and corporations would not be eligible

The Small Business Relief Grant Program shall be exclusively for the reimbursement of expenses that enable businesses to continue to operate and comply with public health regulations related to COVID-19. The Small Business Relief Grant shall be awarded on a first come first serve basis. Grant funding is limited and is due to expire on December 30, 2020. So, Small Business Relief Grant funding will be provided until either the fund has been completely allocated or the expiration date has come and gone. Please fill out the application to the best of your ability and provide a description of funds allocated to maintain business operations in compliance with public health regulations related to COVID-19.

BUSINESS OWNERS NAME (First and Last): John Doe

BUSINESS OWNERS PRIMARY CONTACT PHONE NUMBER: (925) 888-7040

BUSINESS OWNERS PRIMARY CONTACT EMAIL ADDRESS: planning@moraga.ca.us

BUSINESS ADDRESS: 329 Rheem Blvd., Moraga, CA

NUMBER OF EMPLOYEES (as of March 1, 2020): 5 **AMOUNT OF GRANT REQUESTED:** \$ 2,000.00

FEDERAL EMPLOYMENT IDENTIFICATION NUMBER (FEIN) OR TAX IDENTIFICATION NUMBER (TIN): 32-000000

DOCUMENTATION PROVIDED

Copy of Lease Agreement

Receipt of Purchases

(COVID-19 Related, examples listed below)

IRS Form W-9

Compliance with COVID-19 Public Health Regulations

Written Description of Fund Allocation

I hereby certify the truth of this application and acknowledge that any inaccuracies in it shall, at the Town's option, result in automatic invalidation of the action based thereon and that final approval is dependent on compliance with the Town's requirements. I understand that a false statement may disqualify me from the Small Business Grant Program.

Signature of Applicant: John Doe **Date:** 9/1/2020

Description of Fund Allocation

(Below, please provide a description of purchases made, processes created, and measures taken, financially, that were undertaken directly to address Public Health regulations implemented to address COVID-19. Types of purchases which could be covered by this grant: Hand Sanitizer Dispensers, masks, gloves, outdoor furniture (to continue to operate), equipment, temporary tents, temporary signage)

I, John Doe, Owner and Operator of Moraga's Food and Drink Center, located on 329 Rheem Boulevard, am requesting grant funding for the following items that we were required to be obtain to operate during the current pandemic:

10 Boxes of Face Masks / \$20.00 per box / \$200.00

10 Boxes of Gloves / \$20.00 per box / \$200.00

3 Hand Sanitizer Dispenser / 149.99 per dispenser / \$449.97

10 27.5" Outdoor Table / 52.49 per table / \$524.90

5 sets of Outdoor Chairs / 119.93 per set / \$599.65

2 Digital Infrared Forehead Thermometer / 39.99 per unit / 79.98

The purchases described above were in direct response to California Department of Public Health COVID - 19 Industry Guidance. The items above place our business in compliance with a self-COVID-19 policy developed in direct response to the California Department of Public Health. The receipts for these purchases and our COVID-19 policy will be attached to this application.

Sample